

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 22-Y16	
1. POSITION TITLE CHEMIST III		AGENCY Department of Public Health	
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00038977	SALARY	DATE 2002-12-06 11:50:56.0
3. GENERAL STATEMENT OF DUTIES: Performs complex chemical analysis of drugs. Supervises the work of subordinate chemists. Operates and maintains complex laboratory instrumentation. Interprets test results. Writes detail laboratory reports. Provides advice and consultation regarding drug analysis. Performs related work as required.			
4. SUPERVISION RECEIVED: Charles Salemi, Laboratory Supervisor II			
5A. DIRECT REPORTING STAFF   5B. THEIR STAFF 1 Chemist I			
6. DETAILED STATEMENT OF DUTIES: Supervises the Gas Chromatography/Mass Spectrometry Section of the Drug Laboratory. Responsible for the proper operation and repair of the GC/MS instruments. Insures that the Laboratory Supervisor be kept abreast through daily contact and weekly staff meetings as to the sample flow and instrumentation problems. Responsible for training of GC/MS operators and supervising chemists while they are assigned to the GC/MS Laboratory. Communicates clear and measurable goals, objectives and plans in a manner that facilitates understanding and acceptance. Conducts and reviews employee evaluations as required in a manner which both develops and maintains two-way communication and establishes specific and measurable goals. Testifies as an expert witness in courts of law. Meets with manufacturer representatives to discuss price, availability, specifications and/or procedures regarding instrumentation.			
7. QUALIFICATIONS REQUIRED AT HIRE: Ability to analyze and determine the applicability of laboratory data, to draw conclusions and to make appropriate recommendations. Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence. Ability to communicate effectively in written and oral expression. Ability to give written and oral instructions in a precise, understandable manner. Ability to maintain accurate records. Knowledge of the practices, techniques, standard test procedures and safety principles followed in a laboratory.			
8. QUALIFICATIONS ACQUIRED ON JOB: Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities. The operation of several specific analytical instruments (I.R., U.V., G.C.). Ability to testify as an expert witness in courts of law.			
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time or equivalent part-time, professional or technical experience in the field of chemistry of which (B) at least one year must have been in a supervisory capacity or (C) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: A Bachelor's degree with a major in chemistry or biochemistry may be substituted for a maximum of two years of the required (A) experience. A Graduate degree with a major in chemistry or biochemistry may be substituted for one year of the required (A) experience. * *Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: No substitutions will be permitted for the required (B) experience.			
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:			
11. REMARKS:			
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">Signature of Appointing Authority</div> <div style="width: 60%;">Title</div> </div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 10px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Agency</div> <div style="width: 70%;">Prepared By</div> </div>			

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Initials of  
Incumbent

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Date

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Initials of  
Supervisor

\_\_\_\_\_  
Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.